



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON HESSEN  
UNIT 20193, BOX 0001  
APO AE 09165-0001

REPLY TO  
ATTENTION OF

IMEU-HAN-PL

23 June 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure (SOP), Significant Activities Report (SAR)

1. PURPOSE. To define and establish the United States Army Garrison (USAG) Hessen Commander's requirements for the monthly Significant Activities Report (SAR). The SAR is the In-Direct reporting Garrison Commanders'/USAG Hessen Directors' vehicle to outline significant activities accomplished by an organization during the reporting period 16<sup>th</sup> of the month to the 15<sup>th</sup> of the next month. The In-Direct reporting Garrison SAR is also a vehicle for In-Direct reporting Garrison Commanders to bring issues to the USAG Hessen Commander's attention. Finally the USAG Hessen SAR is one tool the USAG Hessen Commander will use to keep IMA-EURO and Senior Mission Commanders informed of the USAG wide activities and initiatives.
2. APPLICABILITY. This SOP applies to the following:
  - a. All In-Direct reporting Garrisons within the USAG Hessen
  - b. The USAG Hessen Directorates and Special Staff.
3. In-Direct reporting Garrisons, USAG Hessen Directorates and Special Staff will submit their monthly SAR input to the USAG Hessen IOC via e-mail ([ioc@104asg.army.mil](mailto:ioc@104asg.army.mil)) according to the schedule of due dates in Enclosure 1. Input is due not later than 1200 on the date indicated.
4. SAR input will be limited to significant events or actions occurring from the periods indicated in Enclosure 1. All significant events should include the date, location, and significant details (who, what, when, where, and why). All input will be reviewed and consolidated into the USAG Hessen SAR by the USAG Hessen PAIO, reviewed by the USAG Hessen Deputy to the Commander and provided to the USAG Hessen Commander for approval. The USAG Hessen Commander will forward the SAR to IMA-EURO, USAREUR, and other "commander-selected" individuals. In-Direct reporting Garrisons, USAG Hessen Staff Directors, and Special Staff will receive both the USAG Hessen SAR and all supporting SARs used to compile the USAG Hessen SAR.
5. All SAR input will be written so that it is clearly understandable to the potential target audience. Input will be written in complete sentences or paragraphs opposed to bullet comments. Avoid the use of uncommon acronyms without first spelling out what they mean.
6. All SAR input will be submitted as a word document, left justification, and using regular, size 12, Times New Roman font. Only category Titles (**COMMANDER'S COMMENTS, PERSONNEL, etc.**) will be in bold and all upper case. Remember to capitalize the words "Soldier/Soldiers."
7. If directors and garrisons fail to submit reports in the correct format it will be resent for correction. You must submit reports on time as prescribed in the SOP. Conduct sanity check for spelling or grammatical errors.

IMEU-HAN-PL

SUBJECT: Standard Operating Procedure (SOP), Significant Activities Report (SAR)

8. Use the format below and if you have no significant input to report for one of the eight categories. You are still required to list the eight categories regardless of significant activities. By keeping all categories in the appropriate order the person doing the roll-up will not have to try and figure out where to insert comments. Example of a category that you have no input: **PERSONNEL**: Nothing to Report

9. All SAR input should fall into one of the following eight categories:

a. **COMMANDER'S COMMENTS**: This should be a concise assessment of events occurring during your reporting period. Highlight concerns or issues that require the USAG Hessen Commander's attention or action.

b. **PERSONNEL**: Address changes in key personnel and personnel shortages.

c. **PHYSICAL PLANT**: The status of key projects whether renovations or new construction should be listed here, i.e., major repairs, demolitions/significant damage (fire/wind, etc.). Updates on major utilities work or changes affecting provision of utilities should also be included.

d. **MWR**: Address MWR programs, both management and execution, in this category.

e. **FAMILY SUPPORT**: Highlights of actions taken specifically in support of family members should be addressed here.

f. **SPECIAL EVENTS**: In this category address community events outside MWR; for example, ethnic and heritage observances, strategic planning sessions and community briefings.

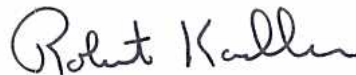
g. **FORCE PROTECTION**: This category is reserved for force protection initiatives and activities.

h. **VISITORS**: Visits by General Officers or civilian equivalent should be listed here.

i. **MEDIA**: List significant media issues/events which have a significant or potentially significant positive or negative impact on the Army in Europe or the USAG Hessen.

10. Point of contact/proponent for this SOP is, Mr. Harris, USAG Hessen Plans and Operations at 323-2814.

Encl



ROBERT KANDLER

Deputy to the Commander

DISTRIBUTION:

CDR, USAG WIESBADEN, APO AE 09096

CDR, USAG BAUMHOLDER, APO AE 09034

CDR, USAG GEISSEN, APO AE 09069

CDR, HHC, USAG HESSEN, APO AE 09165

ADJ, USAG HESSEN, APO AE 09165

(CONT)



IMEU-HAN-PL

SUBJECT: Standard Operating Procedure (SOP), Significant Activities Report (SAR)

DISTRIBUTION: (CONT)

MWR, USAG HESSEN, APO AE 09165

DOL, USAG HESSEN, APO AE 09165

DPW, USAG HESSEN, APO AE 09165

DRM, USAG HESSEN, APO AE 09165

GRA, USAG HESSEN, APO AE 09165

PAO, USAG HESSEN, APO AE 09165

PAIO, USAG HESSEN, APO AE 09165

DPTMS, USAG HESSEN, APO AE 09165

DES, USAG HESSEN, APO AE 09165

CHAPLAIN, USAG HESSEN, APO AE 09165

IMEU-HAN-PL  
SUBJECT: Standard Operating Procedure (SOP), Significant Activities Report (SAR)

Enclosure

Please provide SAR submissions in a timely manner without delays during reporting periods. It is crucial that all reports are sent on time for Command review. Here are the reporting dates.

**SAR Reporting Periods IMA-Euro**

**Input Due to the USAG Hessen  
EAC by 1200 on:**

18 May - 15 Jun 06

12 Jun 06

16 Jun - 14 Jul 06

10 Jul 06

16 Jul - 15 Aug 06

10 Aug 06

16 Aug -15 Sep 06

12 Sep 06

16 Sep -16 Oct 06

10 Oct 06

16 Oct -15 Nov 06

10 Nov 06

16 Nov -15 Dec 06

12 Dec 06

16 Dec -16 Jan 07

10 Jan 07

16 Jan - 15 Feb 07

12 Feb 07

16 Feb - 15 Mar 07

12 Mar 07

16 Mar - 16 Apr 07

10 Apr 07

16 Apr - 15 May 07

10 May 07

**\*Note: Directorates (Input)**

DPTMS

PAIO

DES

PAO/GRA

DOL

DPW

DMWR

RSO Chaplain

DHR